



**SANTA CRUZ REGIONAL 9-1-1**  
495 Upper Park Road, Santa Cruz, California 95065  
831.471.1000 Fax 831.471.1010  
Dennis Kidd, General Manager

## **LAW ENFORCEMENT USERS SUBCOMMITTEE MEETING**

### **AGENDA**

MONDAY, July 11, 2016

**1330 Hours**

SCR911 Conference Room

495 Upper Park Road, Santa Cruz

- 1.0 CALL TO ORDER
- 2.0 ROLL CALL/INTRODUCTIONS
- 3.0 CONSIDERATION OF LATE ADDITIONS OR CORRECTIONS TO THE AGENDA
- 4.0 APPROVE MINUTES OF MARCH 14 (lack of quorum at last meeting) and MAY 9, 2016
- 5.0 REGULAR AGENDA
  - 5.1 Operational Task Team – Update (Zube)
    - 5.1.1 Policy Review and Approval
- 6.0 OTHER ISSUES
- 7.0 ROUNDTABLE
- 8.0 ADJOURNMENT / NEXT MEETING

The next meeting is scheduled for Monday, **September 12, 2016** at 1330 hours.





**SANTA CRUZ REGIONAL 9-1-1**  
495 Upper Park Road, Santa Cruz, California 95065  
831.471.1000 Fax 831.471.1010  
Dennis Kidd, General Manager

**LAW SUBCOMMITTEE MEETING  
MINUTES  
March 14, 2016**

**1.0 CALL TO ORDER**

The meeting was called to order at 1330 hours by Chief Escalante.

**2.0 ROLL CALL/INTRODUCTIONS**

A sign-in sheet was circulated and introductions made. The group welcomed CAD consultant, Bill Doolittle, from 911 Insight.

Present:

SCR911: Dennis Kidd, Stephanie Zube, and Amethyst Uchida

USERS: Chief Rudy Escalante, CPD (Chair); DC Steve Clark, SCPD; Lt. Terry Traub, WPD;  
Undersheriff Jeremy Verinsky, SCSO; Lt. Steve Carney, SCSO; and Lt. Eric Olson,  
HPD

OTHERS: Bill Doolittle, 911 Insight

**3.0 CONSIDERATION OF LATE ADDITIONS OR CORRECTIONS TO THE AGENDA**

There were no changes to the agenda.

**4.0 APPROVAL OF MINUTES OF FEBRUARY 22, 2016 MEETING.**

With a motion by Clark and second by Olson, the minutes of February 22, 2016 were approved as printed.

**5.0 REGULAR AGENDA**

**5.1 Operational Task Team Update**

Zube noted the Task Team has not met since the last meeting. She informed the group that, at the April Task Team meeting, she will present a draft of the Active Assailant policy.

**5.1.1 Policy Review and Approval**

None.



**6.0 OTHER ISSUES**

6.1 Alliance Issues

Escalante noted he is hearing from his staff that there are many issues with the Version 7 of Alliance. Uchida confirmed this would be discussed further at the SCMRS Executive Group meeting but noted that SCPD provided a list of “drop dead” items to be resolved. Those items have been sent to Cyrun.

6.2 Summer

Escalante reminded the group that, with summer quickly approaching, the agencies should plan on getting their special events to Zube. Zube noted the Boardwalk hours and their special events would be helpful to know. **Clark responded they are meeting soon with the Boardwalk officials and he will forward the Boardwalk event information to Zube.**

6.3 Pursuits

Escalante inquired if NetCom does routine operational reviews of pursuits if they involve multiple agencies. Zube responded only if there is a debrief or something unusual happened on NetCom’s end of things. She noted these types of pursuits seem to happen more frequently now. Kidd confirmed an internal review would happen if there is a complaint heard.

**7.0 ROUND TABLE**

**8.0 ADJOURNMENT / NEXT MEETING**

The meeting adjourned at 1335 hours. The next regularly scheduled meeting will be Monday, **May 9, 2016** at 1330 hours at the SCR9-1-1 Conference Room.

Minutes taken by Beth Wann, SCR9-1-1 Senior Administrative Assistant



**SANTA CRUZ REGIONAL 9-1-1**  
495 Upper Park Road, Santa Cruz, California 95065  
831.471.1000 Fax 831.471.1010  
Dennis Kidd, General Manager

**LAW SUBCOMMITTEE MEETING  
MINUTES  
May 9, 2016**

**1.0 CALL TO ORDER**

The meeting was called to order at 1330 hours by Chief Grebil.

**2.0 ROLL CALL/INTRODUCTIONS**

A sign-in sheet was circulated and introductions made.

Present:

SCR911: Dennis Kidd, Stephanie Zube, Melody MacDonald, and Amethyst Uchida

USERS: Chief Rudy Escalante, CPD (Chair); Undersheriff Jeremy Verinsky, SCSO; Lt. Steve Carney and Sgt. Dee Baldwin, SCSO; Captain Carlos Reynosa and Lt. Eric Olson, HPD

OTHERS:

**3.0 CONSIDERATION OF LATE ADDITIONS OR CORRECTIONS TO THE AGENDA**

There were no changes to the agenda.

**4.0 APPROVAL OF MINUTES OF MARCH 14, 2016 MEETING.**

Due to a lack of quorum the minutes from March 14, 2016 were not able to be approved. This item will carry over to the next meeting.

**5.0 REGULAR AGENDA**

5.1 Operational Task Team Update  
No report.

5.1.1 Policy Review and Approval  
None.

**6.0 OTHER ISSUES**

**7.0 ROUND TABLE**



**8.0** ADJOURNMENT / NEXT MEETING

The meeting adjourned at 1335 hours. The next regularly scheduled meeting will be Monday, **July 11, 2016** at 1330 hours at the SCR9-1-1 Conference Room.

Minutes taken by Beth Wann, SCR9-1-1 Senior Administrative Assistant



## USERS COMMITTEE MEETING AGENDA

MONDAY, July 11, 2016  
**1345** hours

SCR911 Conference Room  
495 Upper Park Road, Santa Cruz

- 1.0 CALL TO ORDER
- 2.0 ROLL CALL/INTRODUCTIONS
- 3.0 CONSIDERATION OF LATE ADDITIONS OR CORRECTIONS TO THE AGENDA
- 4.0 APPROVE MINUTES OF MAY 9, 2016 MEETING
- 5.0 PUBLIC COMMENTS – Any person may address the User’s Committee during its Public Comments period. Presentations must not exceed three (3) minutes in length, and individuals may speak only once during Public Comments. All Public Comments must be directed to an item not listed on today’s Regular Agenda. Users Committee members will not take action or respond immediately to any Public Comments presented, but may choose to follow up at a later time, either individually, or on a subsequent Users Committee Agenda.
- 6.0 REGULAR AGENDA
  - 6.1 Systems Division Update - Status Reports (Uchida)
  - 6.2 Coordination on Major Events Involving Fire and Law – Discuss (All)
  - 6.3 CAD/RMS/MDC Long Term – Update (Kidd)
- 7.0 OTHER ISSUES
  - 7.1 Long Range Radio Infrastructure Management Planning Group – Update (Kidd)
  - 7.2 Text to 9-1-1 Update (Kidd)
  - 7.3 9-1-1 Phones/Console Equipment Update (Uchida)
  - 7.4 Alternate Dispatch Sites, Update (Kidd)
    - 7.4.1 Watsonville Radios
    - 7.4.2 Hollister Relocate
  - 7.5 Policy 9110 – Emergency Notification System (Zube)
- 8.0 CORRESPONDENCE
- 9.0 ROUND TABLE
- 10.0 ADJOURNMENT AND NEXT MEETING

The next meeting is scheduled for Monday, **September 12, 2016** at 1345 hrs, immediately following the Law Users Subcommittee meeting.





**SANTA CRUZ REGIONAL 9-1-1**  
495 Upper Park Road, Santa Cruz, California 95065  
831.471.1000 Fax 831.471.1010  
Dennis Kidd, General Manager

**USERS COMMITTEE MEETING  
MINUTES  
May 9, 2016**

1.0 CALL TO ORDER

Chief Grebil called the meeting to order at 1335 hours.

2.0 ROLL CALL/INTRODUCTIONS

A sign-in sheet was circulated and introductions were made.

Present:

USERS:

<u>Agency</u>	<u>Present</u>	<u>Absent</u>
Law:		
Capitola PD	Chief Rudy Escalante	
Hollister PD	Lt. Eric Olson	
	Capt. Carlos Reynosa	
San Benito SO	Marc Williams	
Santa Cruz PD		
Santa Cruz SO	Undersheriff Jeremy Verinsky	
Watsonville PD		
Fire:		
Aptos/La Selva	Chief Jon Jones	
Boulder Creek	Chief Kevin McClish	
Central	Chief Jeff Maxwell	
	Asst. Chief Steven Hall	
Felton	Chief Ron Rickabaugh	
Hollister		Chief Bob Martin Del Campo
Santa Cruz	Chief Jim Frawley	
	BC Jason Hajduk	
Scotts Valley/B40	Chief Daniel Grebil	
Watsonville	DC Rob Ryan	
Zayante	Chief John Stipes	
SC/SB AMR		Chris Jones
SC/SB HSA		Brenda Brenner
CAL Fire	BC Dan Westbrook	
	Mike Meddles	

SCR911: Dennis Kidd, Amethyst Uchida, Melody MacDonald, and Stephanie Zube  
OTHERS:

3.0 CONSIDERATION OF LATE ADDITIONS OR CORRECTIONS TO THE AGENDA

4.0 APPROVE MINUTES OF MARCH 14, 2016 MEETING

It was noted that, on the March 14 minutes, Lt. Traub should be listed as Deputy Chief. With a motion by Stipes and second by Ryan, the minutes of March 14, 2016 were approved as amended.

5.0 PUBLIC COMMENTS

None.

6.0 REGULAR AGENDA

6.1 Coordination on Major Events Involving Fire and Law – Status Reports  
No report.

7.0 OTHER ISSUES

7.1 9-1-1 Phones/Console Equipment Update

Uchida reported the 9-1-1 phone upgrade will run May 31 through June 10. She anticipates the dispatchers being out of the building at the Alternate Site from June 6 through June 9. We should cut over to the new phone system on June 9 at 0600 hours.

7.2 Active Assailant Draft Procedure

Zube referred the group to a draft policy in the packet titled Active Assailant. She noted that the first section, 1.0 through 5.1.5, is the call taking procedure. There have been some adjustments made and the dispatchers will begin to use this as their call taking procedure. There is no approval needed at this point.

7.3 Alternate Dispatch Sites Update

7.3.1 Watsonville Radios

Kidd reported the radio consoles are very old and have been in the Watsonville Alternate Site since the 80's. Since the radio upgrade at NetCom, those radios were moved down to Watsonville with the goal being to swap them out with the existing radios. Kidd informed the group that, since the departure of Gary Bramer, we are unable to locate anyone who can complete the project. His goal is to find money in next year's budget to put a basic radio system in the Watsonville Alternate Site as it is crucial we have a reliable radio system.

7.3.2 Hollister Relocate

Kidd reported the Hollister/San Benito Alternate Site is currently located in the old San Benito County dispatch center. The issue with this location is that the County wants to use the space for their IT division and the space would not be



protected. He has been working with the County to relocate the Alternate Site to the Sheriff's office in a secure location. There will be no funds allocated to this project from the Authority's budget. Kidd noted that he does not know when this project will be complete.

#### 8.0 ADJOURNMENT / NEXT MEETING

The meeting adjourned at 1340 hours. The next regularly scheduled meeting will be Monday, **July 11, 2016** at 1345 hours in the SCR9-1-1 Conference Room.

Minutes by: Beth Wann, SCR911 Senior Administrative Assistant



# Santa Cruz Consolidated Emergency Communications Center

495 Upper Park Road  
Santa Cruz, California 95065  
(831) 471-1000 Fax (831) 471-1010

**9-1-1** FIRE  
POLICE  
MEDICAL



Michael J. McDougall  
General Manager

## COMMUNICATIONS STANDARDIZED RADIO/REPORTING POLICY

<b>Policy No.</b>	<b>9110</b>	<b>Date Issued:</b>	September 8, 2006
<b>Section:</b>	9000 – Standardized Radio/Reporting Policies	<b>Date Revised:</b>	<del>November 17, 2008</del>
<b>Accreditation Standards:</b>	<del>CALEA 6.3.3</del>		
<b>SUBJECT: EMERGENCY NOTIFICATION SYSTEM</b>			
<b>APPROVED:</b>	_____		
	Chairperson, Users Subcommittee		
<b>APPROVED:</b>	_____		
	<del>Scotty Douglass</del> <u>Dennis Kidd</u> , <del>Interim</del> General Manager		

### 1.0 Policy

The purpose of this policy is to establish authority and responsibility for system administration, control, access, maintenance, and use of the emergency notification system and its associated ~~features, programs.~~

### 2.0 Introduction

~~2.0~~

#### 2.1 Community Notifications

2.1.1 The emergency notification system allows SCR9-1-1 to make mass notifications to the community via telephone, text, email and mobile alerts on behalf of a User or public official.

2.1.2 The primary purpose of the system is to improve customer service through timely information sharing regarding emergencies, extraordinary events, or neighborhood alerts.

#### 2.2 Warning System (IPAWS)

2.2.1 During imminent threat situations, the emergency notification system may be used to activate IPAWS (Integrated Public Alert and Warning System) to disseminate messages to broadcast media (EAS).

cellphones and other mobile devices via Wireless Emergency Alerts (WEA), internet services, road signs, sirens, etc.

2.2.2 The primary purpose of IPAWS is to facilitate the rapid and reliable delivery of alerts and warnings over multiple communications pathways to preserve life and property.

### 2.3 Personnel Notifications

The emergency notification system also includes an application used to make mass notifications of public safety personnel. The emergency notification system includes an application used to make mass notifications to the community via telephone. The primary purpose of the system is to improve customer service through timely information sharing regarding emergencies, extraordinary events, or neighborhood alerts.

~~The emergency notification system also includes an application used to make mass notifications of public safety personnel.~~

~~Both programs are managed and implemented by SCCECC personnel via an Internet connection.~~

### 3.0 Administration

SCR9-1-1CECC personnel will perform all administrative functions for the emergency notification system. The SCR9-1-1CECC General Manager will appoint one employee as the emergency notification system administrator. All requests for pre-planned scenarios, personnel changes or additions, or any other system administration issues should be directed to the system administrator. The system administrator will maintain all databases, geofiles, and pre-planned scenarios for the emergency notification system. The system administrator is responsible for all training of SCR9-1-1CECC emergency notification system users.

The system administrator will be responsible for tracking and reporting system usage for evaluation purposes.

### 4.0 Activation

#### 4.1 Community Notifications

Requests for emergency notification system activation should be made to an on-duty Lead Dispatcher. All Lead Dispatchers will be trained and proficient in community notifications and public safety personnel call-outs. The emergency notification system will only be activated when agreed upon by both a law field supervisor or fire incident commander and a SCR9-1-1 lead dispatcher.

Requests from agencies or sources other than a fire or law User agency should be referred to the on-duty (or on-call) operations supervisor for review and evaluation. The operations supervisor will always attempt to defer the request to a law or fire User agency; however there may be an occasion whereupon the operations supervisor will make an activation determination based on the public safety impact. The requestor should be able to provide the following information when requesting activation:

- Geographic area, including any specific direction of activation (inside to outside, north to south, etc.)
- Message content
- Number of attempts to make to each number
- Ending time or time frame of callout, if applicable

#### 4.2 Warning System (IPAWS)

4.2.1 Requests for IPAWS must be approved by an Operations Supervisor or above.

4.2.2 If a community notification includes an IPAWS request, the lead dispatcher will not delay the launch of the community notification while waiting for approval for the IPAWS.

4.3 After activation is complete, the system will automatically create and distribute an email message to the SCR9-1-1 management team as well as County Office of Emergency Services (OES) personnel. It is the responsibility of the Operations Supervisor to be sure all operations

employees are notified of the activation in order to allow them to answer questions regarding the event from the public and user personnel.

#### 4.0

~~Requests for emergency notification system activation should be made to an on-duty Lead Dispatcher. All Lead Dispatchers will be trained and proficient in both functions of the emergency notification system: community notifications and public safety personnel call-outs. The emergency notification system will only be activated when agreed upon by both a law field supervisor or fire incident commander and a SCCECC lead dispatcher. Requests from agencies or sources other than a fire or law User agency should be referred to the on-duty (or on-call) operations supervisor for review and evaluation. The operations supervisor will always attempt to defer the request to a law or fire User agency; however there may be an occasion whereupon the operations supervisor will make an activation determination based on the public safety impact. The requestor should be able to provide the following information when requesting activation:~~

- ~~• Geographic area, including any specific direction of activation (inside to outside, north to south, etc.)~~
- ~~• Message content~~
- ~~• Number of attempts to make to each number~~
- ~~• Ending time or time frame of callout, if applicable~~

~~After activation is complete, the system will automatically create and distribute an email message to the NetCom management team as well as County Office of Emergency Services (OES) personnel. It is the responsibility of the Operations Supervisor to be sure all operations employees are notified of the activation in order to allow them to answer questions regarding the event from the public and user personnel.~~

## 5.0 **Authorized Uses**

### 5.1 Community Notifications

The emergency notification system will be used only for official agency business. Though not restricted to the following, the below list is an example of authorized uses:

- Evacuation or shelter in place orders
- Public Safety issues including Law Enforcement, Fire Service, Emergency Medical Service, and Public Health
- Crime Alerts
- Crime Prevention
- Internal, departmental notifications
- Neighborhood canvass or check
- Community notifications where failure to disseminate information may have a negative impact on the community
- Community or neighborhood surveys
- Neighborhood meeting notifications regarding critical incidents
- Missing child alerts

## 5.2 Warning System (IPAWS)

IPAWS may only be used for imminent threat situations. Events that alone pose a significant threat to public safety and/or property, probability of occurrence and location is high, and the onset time is relatively short. Though not restricted to the following, the below list is an example of authorized uses of IPAWS:

- Tsunami Warning
- Evacuate immediately (Tsunami, flood, fire, etc.)
- Active Assailant
- Radiological Hazard Warning
- Fire Warning

~~5.0~~\_\_\_\_\_

~~The emergency notification system will be used only for official agency business. Though not restricted to the following, the below list is an example of authorized uses:~~

- ~~• Evacuation or shelter in place orders~~
- ~~• Public Safety issues including Law Enforcement, Fire Service, Emergency Medical Service, and Public Health~~
- ~~• Crime Alerts~~
- ~~• Crime Prevention~~
- ~~• Internal, departmental notifications~~
- ~~• Neighborhood canvass or check~~
- ~~• Community notifications where failure to disseminate information may have a negative impact on the community~~
- ~~• Community or neighborhood surveys~~
- ~~• Neighborhood meeting notifications regarding critical incidents~~
- ~~• Missing child alerts~~

## **6.0 Unauthorized Uses**

The emergency notification system will not be used for any of the following purposes:

- Any message of a commercial nature
- Any message of a political nature
- Any message not related to official business



**SANTA CRUZ REGIONAL 9-1-1**  
495 Upper Park Road, Santa Cruz, California 95065  
831.471.1000 Fax 831.471.1010  
Dennis Kidd, General Manager

## **TECHNOLOGY SUBCOMMITTEE AGENDA**

MONDAY, July 11, 2016  
(Immediately following Users Committee)

SCR911 Conference Room  
495 Upper Park Road, Santa Cruz

- 1.0 CALL TO ORDER
- 2.0 ROLL CALL/INTRODUCTIONS
- 3.0 CONSIDERATION OF LATE ADDITIONS OR CORRECTIONS TO THE AGENDA
- 4.0 APPROVE MINUTES OF MAY 9, 2016
- 5.0 REGULAR AGENDA
  - 5.1 Update from Chief Frawley
- 6.0 OTHER ISSUES
- 7.0 ROUNDTABLE
- 8.0 ADJOURNMENT / NEXT MEETING

The next meeting is scheduled for Monday, **September 12, 2016** at 1415 hrs, immediately following the Users meeting.



**TECHNOLOGY SUBCOMMITTEE MEETING  
MINUTES  
May 9, 2016**

**1.0 VISION/GOALS**

The meeting began at 1340 hours. Kidd noted that this is a new subcommittee put together in conjunction with the CAD replacement project. He informed the group that this is a time to look at other technologies that either go with the CAD system or other items that we may want to look at, as a group. Kidd noted he has asked Chief Frawley to facilitate this group. Frawley reported that this group has not had an official meeting as of yet, but there will be one before the end of May. He noted that the idea is to look at, explore, and brainstorm what types of technology components, or capabilities, we want to have connected with the CAD system. There are other components that could be connected that would make tasks more efficient. Frawley reported that he would like to get, from this group, some broad vision goals on what types of technology should be looked at and discuss what we are trying to accomplish. This information can then be used in the CAD RFP. He noted it might be easier to have a side-meeting with the technology people from the various organizations. Frawley noted he has asked Verinsky to co-chair this subcommittee. Verinsky added that he believes it is important to include the User agencies and the people closer to the field. He will be reaching out to the various member agencies for input from their tech people.

**2.0 BRAINSTORM**

The group brainstormed and came up with the following items to be discussed by the Technology Subcommittee: MDCs (ALL agencies), RMS (LAW), Station Alerting (FIRE), AVL (ALL agencies), Dynamic Vehicle Recommendation – DVR (ALL agencies), Public Alerting (ALL agencies), PRA/Redacting (ALL agencies), Crime Analysis (LAW), NG911-text, multimedia, parcel locations (ALL agencies), Live Mum-move up module (FIRE). The Law agencies in attendance confirmed with Kidd that their agencies would like to have AVL. Escalante inquired if it would show all of the agencies on the AVL for ease of working together. Kidd responded it is a unit attribute and he is not sure the AVL information would be used for dispatching. It might be more of an officer safety feature. Escalante noted he would find it useful more for incident command purposes. Kidd confirmed that the big thing for Law is the perimeter. Kidd confirmed with the Fire agencies that they would like to have AVL as well. He noted AVL can be as simple as using it on an iPad that has GPS on it. Frawley confirmed that, in the future, this part of the Technology Subcommittee will be an update from the meetings that have occurred off-site. **Kidd will collect the emails of Users that will attend the Technology Subcommittee meetings and forward to Frawley.**

**3.0 CAD/RMS/MDC LONG TERM – Update (Uchida)**

No report.





4.0 MOTOROLA CAD UPGRADE – Update (Uchida)

Kidd reported Motorola is doing their CAD demo today. Motorola has informed Kidd that, within our current maintenance contract for CAD, our agency has the ability to upgrade to their new system. This system is a transition from their current system to their Next Generation system, which is eight years old. Kidd noted he believes it is important for the Users to attend the Motorola demo today so they can discuss the importance of the features desired in a CAD system. He added that an upgrade would mean an overall financial savings plus savings on training time. Should the agency and Users decide an upgrade with Motorola is not a good option, we will move forward and go out to bid for a new CAD system. Regardless, Kidd pointed out, an RFP will continue to be developed.

5.0 ADJOURNMENT AND NEXT MEETING

The meeting adjourned at 1410 hours. Frawley will report back at the next regularly scheduled meeting on Monday, **July 11, 2016** immediately following the Users meeting in the SCR9-1-1 Conference Room.

Minutes by Beth Wann, SCR911 Senior Administrative Assistant



**SANTA CRUZ REGIONAL 9-1-1**  
495 Upper Park Road, Santa Cruz, California 95065  
831.471.1000 Fax 831.471.1010  
Dennis Kidd, General Manager

## **FIRE SERVICE/EMS USERS SUBCOMMITTEE MEETING**

### **AGENDA**

MONDAY, July 11, 2016  
(Immediately following Technology Subcommittee)

SCR911 Conference Room  
495 Upper Park Road, Santa Cruz

- 1.0 CALL TO ORDER
- 2.0 ROLL CALL/INTRODUCTIONS
- 3.0 CONSIDERATION OF LATE ADDITIONS OR CORRECTIONS TO THE AGENDA
- 4.0 APPROVE MINUTES OF THE MAY 9, 2016 MEETING
- 5.0 REGULAR AGENDA
  - 5.1 Fire/EMS Services Operational Task Team – Update (Zube)
    - 5.1.1 Policy Review and Approval
      - 5.1.1.1 Policy 6945 – Sick Person – No Priority Symptoms
  - 5.2 Fire/EMS Technology – Update (Uchida)
    - 5.2.1 Mobile Data Tech Group
    - 5.2.2 Tasks Update
    - 5.2.3 Long Range Radio Infrastructure Management Planning Group – Fire Only
- 6.0 OTHER ISSUES
- 7.0 ROUNDTABLE
- 8.0 ADJOURNMENT / NEXT MEETING

The next meeting is scheduled for Monday, **September 12, 2016** at 1430 hrs, immediately following the Users Tech Group.



**FIRE SERVICE/EMS USERS SUBCOMMITTEE MEETING  
MINUTES  
May 9, 2016**

1.0 CALL TO ORDER

Chief Jon Jones, Aptos/La Selva, called the meeting to order at 1410 hours.

2.0 ROLL CALL/INTRODUCTIONS

3.0 CONSIDERATION OF LATE ADDITIONS AND CORRECTIONS TO THE AGENDA

4.0 APPROVAL OF MINUTES OF MARCH 14, 2016 MEETING

With a motion by Stipes and second by Frawley, the minutes of March 14, 2016 were approved.

5.0 REGULAR AGENDA

5.1 Fire/EMS Services Operational Task Team Update

5.1.1 Policy Review and Approval

5.1.1.1 Policy 5342 – Dispatch Net

Zube reviewed Policy 5342 and noted there was no change to the language of the policy itself, just the formatting was updated to the new template.

5.1.1.2 Policy 5345 – Radio Equipment Failures and Back-Up Paging Procedures

Zube noted that using Yellow Fire as a back-up channel has been added to Policy 5345.

With a motion by Jones and second by Ryan, the changes to the above policies were approved.

5.2 Fire/EMS Technology – Update (Uchida)

5.2.1 Mobile Data Tech Group – SitStat

Uchida reported she has met with SitStat programmers and is waiting to hear back on if we need to engage with Pagoda.

5.2.2 Priority Restoration for Fire Radio Circuits

Uchida reported that when she ordered the most recent new circuits for Fire Radio, she needed them to be in place quickly so she used something called



Priority Installation, which is a program through Homeland Security that allows public safety communications agencies to put on priority circuits. She inquired of the group if they want to add Priority Restoration for our existing circuits. This would mean a first year cost of approximately \$1600 and then an annual increased cost of \$1000. If the circuits went down due to a specific problem, AT&T would have to put a priority on restoring them.

With a motion by Frawley and second by Jones, approval was given to add Priority Restoration for the Fire Radio Circuits.

6.0 OTHER ISSUES

No report.

7.0 ADJOURNMENT / NEXT MEETING

The meeting adjourned at 1413 hours. The next regularly scheduled meeting will be Monday, **July 11, 2016** immediately following the Technology Subcommittee meeting in the SCR9-1-1 Conference Room.

Minutes by Beth Wann, SCR911 Senior Administrative Assistant



Santa Cruz Consolidated  
Emergency Communications Center

495 Upper Park Road  
Santa Cruz, California 95065  
(831) 471-1000 Fax (831) 471-1010

**9-1-1** FIRE  
POLICE  
MEDICAL



Scotty A. Douglass  
General Manager

**COMMUNICATIONS OPERATIONS  
EMERGENCY MEDICAL SERVICE POLICY**

<b>Policy No.</b>	<b>6945</b>	Date Issued:	March 30, 2009
Section:	6900 – Specific Procedures, Continued	Date Revised:	<u>July 11, 2016</u>
Accreditation Standards:	None		
<b>SUBJECT: SICK PERSON – NO PRIORITY SYMPTOMS</b>			
APPROVED:	_____		
	Santa Cruz County EMS/ <u>San Benito County EMS</u>		
APPROVED:	_____		
	American Medical Response		
APPROVED:	_____		
	<del>Scotty A. Douglass</del> <u>Dennis Kidd</u> , General Manager		

All calls requesting medical assistance shall be processed via the EMD system as per Policy 6710 – *Emergency Medical Dispatch (EMD) Policy*. If based on the answers to questions during Case Entry the EMD determines Card 26 – Sick Person is the most appropriate card and through questioning determines response level to be an Omega response, no units will be dispatched and the following statement shall be read to the caller:

*“The symptoms you are describing do not meet the criteria for sending you an ambulance. You could go to an urgent care or emergency department or contact your healthcare provider. If you feel worse or your condition changes, call us back immediately.”*

The call taker should not complete the CAD detail creation until after the above statement is read and understood by the caller. If the caller insists on a response, the call taker shall choose the ‘26A Override’ determinant which will recommend a paramedic transport unit.

If the caller does not request a medical resource, a CAD incident will be created using the final determinant from ProQA. Any 26Q determinant will auto close and no resources will be assigned.